

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 1/26/17



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**Recognition:**     Students                       Staff                       Parents

**Information:**    Building Report             Old Business             Superintendent's Report

**Action:**         Resignation                       Hiring                       Contract Service Agreements

Travel Out-of-State             Travel In State             Approvals

Termination                       Legal Matters             Other:

                    This action request pertains to  Elementary (only)     High School/District Wide

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**Date:**        1/16/17

**To:**            **John Rouse**  
                    Superintendent

**From:**        Billie Jo Juneau  
                    Title:        MBI/Olweus District Coordinator

**Subject:**     **MBI Session 4**

**Description:** Request approval to travel for Jessica Racine, Corrina Guardipee-Hall, Billie Jo Juneau and Toni Tatsey to attend the Montana Behavioral Initiative Session 4 2017 (MBI) in Helena, MT February 13, 2017.

**Financial Impact:** \$244.67 each

**Funding Source (Budget/grant, etc.):** To be reimbursed by MT OPI Impact Aid - 126.90.100.2213.582 (75%); 226.90.100.2213.582 (25%)

**Attachment(s):** Agenda/Travel Request

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_



**MBI in the Classroom**  
**Effective Classroom Practices: The "Great Eight"**  
**Session 4**  
**Winter 2017**

**Agenda**

Lunch on your own  
8:30 A.M. to 4:30 P.M.

**Module 1**—Review first 4 Practices & Function of Behavior

**Module 2**— Classroom Active Supervision

**12:00 - 1:30 Lunch - on your own**

**Module 3**—Active Engagement & Multiple Opportunities to Respond

**Module 4**—Activity Sequence and Offering Choice

**Module 5**—Academic Success and Task Difficulty

**Module 6**— Administrative Classroom Walk-Through & Brief Observation

**Module 7**— What's Next

**Team Time - Action Planning for training staff**

**BROWNING PUBLIC SCHOOLS  
Leave Report/Travel Request**

Employee Name Sample Request  
Building Elementary Schools

Employee # \_\_\_\_\_  
Substitute Name NA

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/12/2016 - 2/13/2017</u>	<u>8</u>	<u>SR</u>

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approved; Condition upon the specific leave being available for the specific employee**     **Not Approved**

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**TYPE OF LEAVE**

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

*(Master Contract) Relationship*

**\*If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

**TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)**

Conference/Workshop Montana Behavioral Initiative Session 4 (Attach Brochure/Agenda)

Location Helena, MT

Departure Date 2/12/2017 Return Date 2/13/2017

Departure Time 4:00 pm Return Time 8:00 pm

Transportation:     Personal Vehicle                      Mileage 344 @ .535 ÷ 2                      =\$ 92.02  
                            District Vehicle                                      Per Diem \$35 +D 415                      =\$ 50.00  
                            Professional Development

Registration PO# \_\_\_\_\_ =\$ 0.00  
 Hotel PO# \_\_\_\_\_ =\$ 102.65  
 Other PO# \_\_\_\_\_ =\$ - 0.00 -  
 Other PO# \_\_\_\_\_ =\$ - 0.00 -

Sub Total \$ 244.67

Budget 126.90.100.2213.582 (75 %) \$106.52  
226.90.100.2213.582 (25 %) \$ 35.50

**Check Total 142.02**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_